

Message Text

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PAGE 01 STATE 163018
ORIGIN SCA-01

INFO OCT-01 IO-14 ARA-14 H-02 ISO-00 /032 R

DRAFTED BY SCA:SHORSEY:CLA
APPROVED BY SCA:J. DE WITT
ARA/MGT - RGERSHENSON (SUBST)

-----042320 140421Z/13

R 131948Z JUL 77
FM SECSTATE WASHDC
TO AMEMBASSY PORT OF SPAIN

UNCLAS STATE 163018

E.O. 11652: N/A

TAGS: CGEN

SUBJECT: CONSULAR ASSISTANCE TEAM

1. AS POST AWARE, DEPARTMENT HAS HAD REAL DIFFICULTY IN BEING OPTIMALLY RESPONSIVE TO MANY OF CAT/POST RECOMMENDATIONS. OUR SHORTCOMING WAS DUE TO LACK OF CENTRALIZED RESPONSIBILITY FOR FOLLOW-UP. WE HAVE NOW APPOINTED CAT COORDINATOR IN SCA AND HOPE THIS WILL OVERCOME NUMBER OF COORDINATING PROBLEMS AND ANY FURTHER UNNECESSARY DELAY.

2. AS PART OF OUR EFFORT TO ASSESS PROGRESS TO DATE, WE HAVE COMPILED A LIST OF ITEMS WE BELIEVE STILL NOT COMPLETED. BY SEPARATE CABLE WE WILL PROVIDE YOU WITH STATUS REPORT ON ITEMS FOR WHICH DEPARTMENT IS RESPONSIBLE. WOULD APPRECIATE RECEIVING THE SAME FROM YOU ATTN SCA ASAP. WE AIM TOWARDS MONTHLY EXCHANGE OF SUCH STATUS REPORTS UNTIL ALL ACTION COMPLETED. IN YOUR RESPONSE PLEASE LIST ALL THE ITEMS AND INDICATE WHETHER YOU CONSIDER THEM DEPARTMENT OR POST RESPONSIBILITY; IF THE LATTER, THE REASON FOR DELAY AND DATE YOU ANTICIPATE COMPLETION. IF WE HAVE OVERLOOKED

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ANY ITEMS, PLEASE ADVISE.

3. LIST OF ITEMS:

1. COMPLETE THE CAT RECOMMENDED OFFICE SPACE MODIFICATIONS

AND OUTSIDE COVERED PAVILION WITH THE MINIMUM DELAY.

2. RENT AND INSTALL A CANOPY TO PROVIDE TEMPORARY COVER

FOR NIV APPLICANTS UNTIL THE PERMANENT CONSTRUCTION IS COMPLETED.

3. MOVE COMMERCIAL LIBRARY TO THE CONFERENCE ROOM IMMEDIATELY AND MAKE THE FOLLOWING TEMPORARY ARRANGEMENTS UNTIL THE APPROVED CONSTRUCTION IS COMPLETED:

A) MOVE QUOTA CONTROL AND CORRESPONDENCE TYPIST INTO PRESENT COMMERCIAL LIBRARY SPACE,

B) MOVE IV OFFICER TO THE OFFICE NEXT TO THE PRESENT COMMERCIAL LIBRARY, AND

C) MOVE THE NIV OFFICERS INTO THE PRESENT IV OFFICER'S ROOM.

INTERVIEWING AND VISA ISSUING WILL CONTINUE IN ITS PRESENT LOCATION UNTIL THE CONSTRUCTION IS COMPLETED.

4. INCREASE THE LOAD CAPACITY OF THE EMBASSY ELECTRICAL SYSTEM.

5. PROVIDE CLEARLY VISIBLE DIRECTIONAL AND INFORMATIONAL SIGNS THROUGHOUT THE PUBLIC AREAS. SAMPLE NIV APPLICATIONS, ENLARGED TO BE CLEARLY VISIBLE FROM A DISTANCE OF 15 FEET OR MORE SHOULD BE POSTED IN SEVERAL LOCATIONS IN THE NIV AREA.

6. MAKE ARRANGEMENTS TO INSTALL THE AVLOS TERMINAL TEMPORARILY IN THE SPACE CURRENTLY UTILIZED FOR THE NIV OFFICERS.

7. ORDER AVLOS TERMINAL SOUND REDUCING BOX FROM GATES ACCOUSTICAL EQUIPMENT COMPANY. DEPARTMENT WILL PROVIDE THE APPROPRIATE INFORMATION FOR THE ORDER AND IT WILL

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TRANSFER THE NECESSARY FUNDS TO THE POST.

8. INCREASE THE VISA SECTION'S SUPPLY OF VISA STAMPING MACHINES TO FOUR.

9. ORDER WORD PROCESSING EQUIPMENT RECOMMENDED BY ARA/MGT.

10. ELIMINATE THE USE OF ENVELOPES TO MAIL IV PACKETS.

ADDRESSES SHOULD BE TYPED DIRECTLY ON THE BACK OF FOLDED AND STAPLED PACKETS AND MAILED.

11. MAKE THE MAXIMUM POSSIBLE USE OF H-PASS CABLES FOR CONGRESSIONAL CORRESPONDENCE.

12. CONSULAR OFFICERS SHOULD ADJUDICATE NIV CASES PRIOR TO THE COMPLETION OF THE NAME CHECK (SANTO DOMINGO SYSTEM). IF CASE IS APPROVED THE NAME CHECK IS DONE BEFORE THE VISA IS ISSUED. REFUSED CASES UNDER THIS SYSTEM REQUIRE NO NAME CHECK AT ALL.

13. USE THE INFORMAL REPLY SYSTEM FOR RESPONSES TO ROUTINE WRITTEN VISA INQUIRIES.

14. BEGIN USING THE DOUBLE NUMBERED TICKET SYSTEM FOR CROWD AND PASSPORT CONTROL.

15. COMPLY WITH THE DEPARTMENT'S INSTRUCTION ON VISA

REFERRAL SYSTEMS TO BE SENT TO ALL POSTS IN THE VERY NEAR

FUTURE.

4. FUNDAMENTAL TO SUCCESS OF CAT'S IS IMMEDIATE, CONCRETE AND PRACTICAL ASSISTANCE PROVIDED TO POSTS. WE HOPE YOU WILL ASSIST US TO REALIZE THIS AND THEREBY PERMIT A FAIR EVALUATION OF THE CAT CONCEPT AS A NEW MANAGEMENT TOOL FOR IMPROVING CONSULAR OPERATIONS ABROAD. VANCE

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